

ORDER

1380.42A

REGIONAL LOGISTICS DIVISION STAFFING STANDARDS



February 3, 1983

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order contains the staffing standards established for the regional Logistics Divisions to assist in determining staffing levels for accomplishing the assigned Logistics workload.

These staffing standards were originally developed as a joint effort by the Acquisition and Materiel Service and the Office of Management Systems with extensive support from regional Logistics Divisions and technical support by regional Management Systems Divisions. This revision was developed by the Acquisition and Materiel Service.

Generally, the standards published in this directive are based on observed and measured data over a three month period. The observations were made by a joint team of Logistics Division personnel and staffing standards specialists in the Management Systems Divisions. The data base was sufficiently large and varied, and was accumulated by application of accepted measurement techniques, so that all technical requirements for statistical accuracy and validity were satisfied. A small portion of the standards could not be based on measured data. Subsequent refinements will have to be undertaken to provide measured data for those limited areas now based on nonmeasured data.

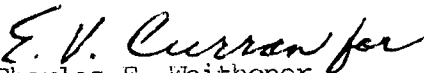

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CHAPTER 1. GENERAL

1. PURPOSE. This order publishes Regional Logistics Division Staffing Standards to be used for developing staffing requirements for budget submissions and as a management tool. The functions used are the same as those described in companion Order 1820.2, National Logistics Program Priorities. This creates an interrelated management information system with unlimited usefulness to the receptive manager. This order assigns responsibilities for the evaluation, modification, refinement, and continuing revalidation of the standards.
2. DISTRIBUTION. This order is distributed to the division level in the Offices of Budget, Labor Relations, Management Systems, Personnel and Training, Acquisition and Materiel Service, and Metropolitan Washington Airports; to the branch level in the Regional Budget, Management Systems, Personnel Management, and Logistics Divisions.
3. CANCELLATION. Order 1380.42, Regional Logistics Division Staffing Standards, dated 5-22-77, is canceled.
4. EXPLANATION OF CHANGES. This order revises Unit Time Values and removes the time allowance for formal training and the additional time previously authorized for Section 8(a) contracting. These revisions reflect improved productivity, changes in emphasis and philosophy, and are more in tune with today's environment and resource availability.
5. AUTHORITY TO CHANGE THIS ORDER. Changes to this order will be approved in accordance with the provisions of Order 1380.34, FAA Staffing Standards Program.
6. SCOPE. These standards:
 - a. Apply to Logistics Divisions in the nine domestic regions.
 - b. Do not apply to the Aeronautical Center; Technical Center; Europe, Africa, and Middle East Office; Metropolitan Washington Airports; or the Plant Maintenance activity in the Southwest Region Logistics Division.
7. PROCEDURES FOR APPLYING THE STANDARDS.
 - a. The staffing standards contained in this order will be utilized as the basic method for determining and supporting, before OMB and other review authorities at the national level, staffing requirements for carrying out the logistics functions in regional headquarters.
 - b. In addition, these standards will provide a means for determining equitable allocations of staffing resources among regions. These standards will also be useful for Logistics Divisions' use in managing available resources.

c. It is intended that these standards be flexible in their application. Regions will be afforded the opportunity to utilize their knowledge and expertise locally in developing staffing requirements. Regional Directors may, at their discretion, request in budget submissions staffing which varies from that generated by application of the standards. Deviations from the standards, however, should be fully justified in accordance with the Call for Estimates.

d. In accordance with Paragraph 7 and 8 of Order 1380.34, FAA Staffing Standards Program, these standards will be subject to periodic revalidation. The Office of Management Systems and the Acquisition and Materiel Service shall initiate a joint effort for the revalidation of these standards within two years of the date of this revision. Minor changes may be approved by the Director, Acquisition and Materiel Service, with the concurrence of the Office of Management Systems and the Office of Budget.

e. In developing workload allowances for the functional categories in this staffing standard, actual, historical, and estimated data are used unless otherwise indicated under a particular functional category.

8. RESPONSIBILITIES. This order assigns the following responsibilities in the staffing standards area:

a. Regions. The regions are responsible for:

(1) Using the prescribed standards for developing staffing requirements for their budget submissions.

(2) Utilizing the standards in managing the application and distribution of manpower in carrying out assigned workload.

(3) Reviewing and evaluating staffing requirements based on application of these staffing standards.

(4) Recommending modifications to the Acquisition and Materiel Service where they appear in order.

b. Acquisition and Materiel Service. The Acquisition and Materiel Service is responsible for:

(1) Submitting budget recommendations concerning staffing to the Office of Budget based on application of these standards.

(2) Reviewing regional recommendations for change and/or modification of the standard and collaborating with the Office of Management Systems in determining action on proposed modifications.

(3) Evaluating periodically, at least every two years, working jointly with the Office of Management Systems, the continued validity of the standards, including analyzing regional proposals for modification, and comparing requested staffing levels with staffing generated by application of the standards.

(4) Directing studies for refining and/or revalidating the staffing standards.

(5) Advising the Office of Management Systems and the Office of Budget of changes in policies and procedures, that may affect the continuing validity of the standard, or the integrity of related budget estimates, and jointly determining the impact and the resultant need for modification of the standards.

(6) Coordinating with the Office of Labor Relations when it appears that the application of these standards or any subsequent modification of the standards may have an adverse impact on employee relations.

c. Office of Management Systems. The Office of Management Systems is responsible for participating with the Acquisition and Materiel Service in the review of the proposed modifications to the standards; in the periodic evaluation of the standards continued validity; in the development of recommendations for modifying the standard as outlined in Order 1380.34, FAA Staffing Standards Program, and in participation in studies to refine and/or revalidate the staffing standard.

d. Office of Budget. The Office of Budget is responsible for insuring that the standard is incorporated with and used in the budget process, and participating in the coordination of proposed modifications of the standards.

e. Office of Personnel and Training. The Office of Personnel and Training is responsible for participating in the review and coordination of proposed modifications to the standards when a proposed revision would have a major impact on personnel programs.

f. Office of Labor Relations. The Office of Labor Relations is responsible for providing labor relations staff advice, upon request, in the coordination of proposed modifications of the standards to insure that proposed revisions are acceptable from an employee relations standpoint.

9.-19. RESERVED.



CHAPTER 2. STANDARD FOR MANAGEMENT AND ADMINISTRATION
FUNCTIONAL CATEGORY

20. COVERAGE. This category includes the time required to support basic program direction and supervision which is not readily identifiable with any one category of work.

21. STANDARD.

a. Larger regions (AEA, AGL, ASO, ASW, AAL, AWP, ANM) 18,000 hours per year (10 positions).

b. Smaller regions (ACE, ANE)
10,800 hours per year (6 positions)

22. BASIS/APPLICATION OF THE STANDARD. A core concept has been adopted for workhour allowances in this category based on the organizational structure. This concept allows a fixed number of hours for each Logistics Division, irrespective of workload. The ANE and ACE regions are given a flat allowance of 10,800 hours per year. This provides for a Division Manager, two Branch Managers, and three secretaries. The remaining larger regions have been allowed two additional Branch Managers and secretaries for a total of 18,000 hours per year. Those regions that have elected to assign additional positions to the Division or Branch Manager's immediate offices, such as special assistants or Assistant Division Managers, or who have elected to create additional branches will be required to absorb such workhour requirements under this concept. This approach was adopted to avoid the possibility of allowing additional automatic allowances for organizational expansion.

23.-29. RESERVED.



CHAPTER 3. STANDARD FOR PROJECT MATERIEL SUPPORT
FUNCTIONAL CATEGORY

30. COVERAGE. This category includes all time required in: participating in meetings to plan F&E Projects and provide input to the Project Status Report (PSR); reviewing PSR's; coordinating with Regional Project Engineers, the Washington Office, and the FAA Depot relative to materiel availability and shipment schedules; processing and coding Project Materiel Shipping Notice/Receiving Report (FAA Form 4500-1) and other documents for input to ADP and/or the accounting office; preparing and processing transfer, shipping, and procurement documents for materiel required for F&E Projects; following up to obtain missing documentation for materiel received at field site; coordinating and processing documents preparatory to capitalizing the cost of the completed F&E Project, including arrangements for the initial field inventory; matching receipt documents with suspense files; exercising accountability and control over Project Materiel; preparing and submitting Project Control Documents (PCD's) and Project Materiel Lists; maintaining Unassigned and Excess records; arranging for initial outfitting and supply support. Also includes the foregoing as they relate to Special Maintenance Projects (SMP's). A workhour allowance has been built in for SMP Projects which are not to be included in the estimated count.

31. STANDARD. Multiply 5.5 hours by the average number of active F&E Projects during the fiscal year, i.e., prior year approved projects carried over into the CY/BY and projects contained in the current budget submission.

32. BASIS/APPLICATION OF THE STANDARD. Estimate the average number of F&E Projects that will be active during the fiscal year. Refer to past 1637 Reports (Codes 1, 2, and 3 only) for establishing the average. Assure that workload generated is realistic by including only projects that will be active in the fiscal year.

33.-39. RESERVED.



CHAPTER 4. STANDARD FOR PERSONAL PROPERTY MANAGEMENT
FUNCTIONAL CATEGORY

40. COVERAGE. This category includes all time required in: preparing input data for ADP and insuring that actions are properly recorded when there are revisions to existing property records; reviewing monthly ADP listings, adjusting records, and coordinating with custodians; arranging for, assigning, or deleting custodians from accountability and related records; preparing, reviewing, and processing documentation relating to disposal of excess and surplus personal property being used in the field, including relieving custodian of accountability; arranging for acquisition/sale/donation/transfer of excess/surplus property; issuing authorization to destroy/abandon excess/surplus property; providing field Supply Support including answering inquiries and assisting field offices in problems relating to field support, reviewing address change records, maintaining supply support code directory, and receiving and taking necessary action on the Field Requisition Analysis Report; scheduling and monitoring personal property physical inventorying (follow-on); developing, negotiating, executing, and administering personal property loans and agreements; administering personal property (administrative) management standards and utilization; reconciling personal property subsidiary records with the Accounting Office; coordinating and processing documents preparatory to capitalizing personal property when not involved with F&E or SMP Projects; operating and maintaining the failure under warranty program.

41. STANDARD. Multiply 4.7 hours times the sum of the number of Primary Facilities plus other staffed field offices not falling under AF or AT jurisdiction.

42. BASIS/APPLICATION OF THE STANDARD. Primary Facilities are defined as those facilities listed in the Facilities Master File (maintained by Regional AF organizations) under status codes C, D, E, F, and G as defined in Order 6000.5A, Facilities Master File, that have one of the following system codes: 1, 2, 3, 4, or 7 as defined in Order 1375.4, Systems Data Element and Codes - Facility Identification and Supplemental Standards. Adjust the number of Primary Facilities obtained above by the number of facilities to be commissioned and decommissioned for the appropriate fiscal year. These figures are available from the same AF personnel. Add any additional staffed field offices (except those falling under AT or AF jurisdiction). Examples would be Airports District Offices, Flight Standards, Security, and Medical. Offices staffed by AF and/or AT are not to be added since they are included (with rare exception) under the count of Primary Facilities. Do not count Secondary Facilities since they represent negligible workload under this category.

43.-49. RESERVED.



CHAPTER 5. STANDARD FOR CONSTRUCTION CONTRACTING
FUNCTIONAL CATEGORY

50. COVERAGE. This category includes all time required in: receiving, reviewing, assigning, or processing Procurement Requests; determining appropriate method(s) to employ for construction contracting; analyzing, preparing, and reviewing contract solicitation packages and preparing and awarding contracts resulting from formal advertisement; participating in post-award and program review meetings; negotiating change orders, modifications, and progress payment requests; handling contractor/customer liaison and matters relating to subcontractors; monitoring contractor compliance (such as labor and wage/hour law and EEO compliance), contractor performance evaluations, technical and legal consultations regarding contract interpretation or delinquencies; processing claims, terminations, and close-out actions.

51. STANDARD. Allow 73.7 hours for each IFB or RFP (and F-19's if applicable) estimated to be issued during the fiscal year.

52. BASIS/APPLICATION OF THE STANDARD. This standard recognizes that there is a large variance in time required to handle different types of contracts regardless of the type of construction or method of procurement. Variables include location, contractor availability and capability, material sources, etc. The time value established for each Invitation for Bids or Request for Proposal was based on a large number of contracts being performed throughout the regions and is believed to reflect all reasonable variances.

53.-59. RESERVED.



CHAPTER 6. STANDARD FOR SUPPLY, SERVICE, AND EQUIPMENT
CONTRACTS FUNCTIONAL CATEGORY

60. COVERAGE. This category includes all time required in: receiving, reviewing, assigning, and processing Procurement Requests; determining appropriate method(s) of procurement; analyzing, preparing, and receiving contract solicitation packages; preparing and awarding contracts for supplies and/or services; administering the contracts; negotiating amendments or changes, following up on schedules and deliveries; handling customer liaison; monitoring contractor compliance (such as labor and wage hour and EEO compliance), contractor performance evaluation, technical and legal consultations regarding contract interpretation or delinquencies, terminations, and contract close-out action.

61. STANDARD. Allow 20.7 hours for each IFB, RFP, or RFQ estimated to be issued during the fiscal year.

62. BASIS/APPLICATION OF THE STANDARD. This standard recognizes that there is a large variance in the time required to handle the different types of contracts within this category. The time value is based on a large number of supply, service, or equipment contracts throughout the regions. Include in the count any Concession Contracts and Agreements for supplies and/or services. The category excludes acquisition of land, space, and utilities which are covered, specifically, elsewhere in this staffing standard.

63.-69. RESERVED.



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CHAPTER 7. STANDARD FOR SMALL PURCHASES FUNCTIONAL CATEGORY

70. COVERAGE. This category includes all time required in: issuing Small Purchase Orders, including Fedstrip and Milstrip requisitions; preparing instructions for shipments; analyzing quotes or offers; determining sole source; assigning purchase order numbers; contacting vendors; executing follow-ups and close-outs.

71. STANDARD. Allow 1.9 hours for each Small Purchase document and Fedstrip/Milstrip requisition estimated to be issued by Regional Logistics Divisions.

72. BASIS/APPLICATION OF THE STANDARD. The time value is based on a large number of small purchases made throughout the regions. The time includes a 6.5% allowance for the review of field-issued SF-44's and SF-19's and Imprest Fund and Charge Account Purchases for compliance with procurement regulations. Also include in the count any Commercial Bills of Lading or Purchase Orders paid for by Imprest Funds. (Do not count them under any other category if procured by the small purchase method.)

73.-79. RESERVED.



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CHAPTER 8. STANDARD FOR REALTY AND SPACE ADMINISTRATION
FUNCTIONAL CATEGORY

80. COVERAGE. This category includes all time required in: administering leases and agreements, modifications, terminations, and automatic renewal effort; handling requests for field administrative space changes; performing space utilization studies for field offices and updating space records; verifying accounting payment records and reporting data; verifying and documenting leasehold improvement actions; inventorying FAA-owned real property; administering employee parking; arranging for, assigning, or deleting custodians for accountability and related records.

81. STANDARD. Multiply 3.6 hours times the average number of active leases/agreements administered throughout the fiscal year.

82. BASIS/APPLICATION OF THE STANDARD. The time value provides for the administration of leases/agreements related to land, buildings, structures, and/or space located in the field. It does not include effort related to the regional office since this time is included under Regional Headquarters Support.

83.-89. RESERVED.



CHAPTER 9. STANDARD FOR REALTY AND SPACE ACQUISITION
AND DISPOSAL FUNCTIONAL CATEGORY

90. COVERAGE. This category includes all time required in: preparing, reviewing, and processing documentation related to disposal of excess/surplus property being used in the field; handling documentation for real property capitalization; acquiring realty or space by lease or purchase agreement (e.g., joint-use and maintenance agreements), condemnation, land-use permit, or donation; obtaining rights-of-way, easements, withdrawals from public domain, and other restrictions (such as obstruction); negotiating, appraising, budgeting, and planning; preparing/reviewing space layouts for new facilities, leased construction; ascertaining conditions on lease or permit (e.g., site restoration).

91. STANDARD. Allow 20.3 hours for each Acquisition or Disposal Request received.

92. BASIS/APPLICATION OF THE STANDARD. The time value provides for the acquisition or disposal of leases/agreements related to land, buildings, structures, and/or space located in the field. Also count renewals if they are not of the automatic type and require effort similar to an original acquisition. It does not include effort related to the regional office since this time is included under Regional Headquarters Support.

93.-99. RESERVED.



CHAPTER 10. STANDARD FOR PUBLIC UTILITY CONTRACTING
FUNCTIONAL CATEGORY

100. COVERAGE. This category includes all time required in: negotiating for utilities for field sites, including housing; preparing documentation; obtaining agreement (including original acquisition as well as renewal); changing utility services and termination thereof; reviewing consumption and rate schedules; acquiring and managing administrative telecommunications (business telephones) for the field; handling field Federal Telecommunication System matters; administering public utility contracts (or their equivalents).

101. STANDARD. Allow 3.3 hours for each Purchase Order and Service Authorization issued (or their local equivalents).

102. BASIS/APPLICATION OF THE STANDARD. This time value provides for the acquisition/termination of utilities (electric power, water, gas, telephone, etc.) for field facilities. Do not include regional office requirements as these are provided for under Regional Headquarters Support.

103.-109. RESERVED.



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CHAPTER 11. ALLOWANCE FOR HOUSING FUNCTIONAL CATEGORY

110. COVERAGE. This category includes all time required in: acquiring, assigning and controlling the use of FAA-managed housing, including FAA-owned and leased houses and bachelor quarters; establishing requirements and budgeting for housing, housing equipment, and furnishings; preparing Project Documents to obtain approval to lease or construct housing units; investigating and reviewing cases of missing, damaged, or unserviceable equipment and furnishings and taking appropriate action, including excessing property as appropriate; handling and moving equipment and furnishings between warehouse and quarters and from one living unit to another; determining rental rates and utility charges, reviewing and adjusting the rates as required; conducting pre-occupancy and post-occupancy inspections and inventory; handling requests for modification, maintenance/repair of housing units; leasing additional quarters, drawing up lease agreements, terminating lease agreements; preparing reports; reviewing requests for use of FAA housing by non-FAA employees and preparing reimbursable agreements for such use; handling requests for information and/or complaints regarding housing and utility charges; making staffing projections and conducting community surveys to determine and meet housing requirements.

111. STANDARD. No standard time has been developed for this activity. Pending the accumulation of supporting data by regions with this functional responsibility, historical employee-hours may be employed.

112. BASIS/APPLICATION OF THE STANDARD. Workload in this category varies considerably among the regions. No national standard can, therefore, be developed at this time. This category excludes acquisition, construction, utility contracting, or disposal since these efforts are covered elsewhere in these standards.

113.-119. RESERVED.



CHAPTER 12. STANDARD FOR TRANSPORTATION (THINGS)
FUNCTIONAL CATEGORY

120. COVERAGE. This category includes all time required in: selecting shippers; preparing and issuing Government Bills of Lading and other related paperwork; arranging for pickup; packing and crating; storage; delivery at destination; making claims and follow-up; obtaining licenses and arranging for customs clearance, if foreign shipments are involved; liaison with Accounting Office on damage claims; making cost comparisons for household effects; coordinating moves with employees.

121. STANDARD. Allow 1.9 hours for each GBL issued by the regional Logistics Division.

122. BASIS/APPLICATION OF THE STANDARD. This time value provides for the transportation of things. It excludes local pickup and delivery for the Regional Warehouse and shipments accomplished through Imprest Funds. It includes liaison with the Accounting Office on all damage claims for household goods or any other materiel.

123.-129. RESERVED.



CHAPTER 13. STANDARD FOR TRANSPORTATION (FIELD REVIEW) FUNCTIONAL CATEGORY

130. COVERAGE. This category includes all time required in: reviewing GBL's issued by the field; correcting errors; providing assistance in resolving claims for GBL's issued by the field.

131. STANDARD. Allow .3 hours for each GBL issued by the field and reviewed by the Logistics Division.

132. BASIS/APPLICATION OF THE STANDARD. This time value provides for the review of GBL's issued by the field and necessary guidance and assistance to field personnel.

133.-139. RESERVED.



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CHAPTER 14. ALLOWANCE FOR WAREHOUSING FUNCTIONAL CATEGORY

140. COVERAGE. This category includes all time required in: receiving shipments; unloading; unpacking; checking; storing; picking stock; packing; arranging for shipments; general warehousing; rewarehousing; housekeeping; inventorying; arranging for customs inspection and temporary storage; local pick-up and delivery.

141. STANDARD. No standard time has been developed for this activity. Pending the accumulation of supporting data by regions with this functional responsibility, historical employee-hours may be employed.

142. BASIS/APPLICATION OF THE STANDARD. Warehousing functions vary considerably in complexity and size. Time expenditures in this category vary from a few hours each year to several workyears. No national standard can be established at this time.

143.-149. RESERVED.



CHAPTER 15. STANDARD FOR REGIONAL HEADQUARTERS SUPPORT
FUNCTIONAL CATEGORY

150. COVERAGE. This category includes all time required in: completing Imprest Fund transactions, correcting errors, verifying source of purchase numbers, contacting vendors, follow-ups and close-outs, COD's, disbursing imprest funds, maintaining cash purchase records, typing, filing, and other transactions necessary in processing cash purchases; operating furniture and office machine pool, issuing or turning in pool equipment (including audio-visual equipment), coordinating movement of equipment, inventorying and marking equipment, arranging for service and repair when necessary; resolving Property Custodian matters for administrative property located in Regional Headquarters; reconciling subsidiary records for administrative property with Accounting Officer; preparing and processing documentation relating to disposal of personal property being used in the Regional Headquarters including relieving custodians of accountability; headquarters space and parking management; managing telecommunications services for the Regional Headquarters; accomplishing the Records Retirement Program function; operating the Supply Room for Administrative Supplies; determining supply and equipment requirements, and preparation of associated procurement requests; performing all services relating to building operation and maintenance.

151. STANDARD. Allow 11.8 hours per year for each authorized FAA position in the regional office complex plus any other supported tenants colocated in the regional office complex.

152. BASIS/APPLICATION OF THE STANDARD. This standard recognizes the workload imposed on the Logistics Division by all Regional Headquarters occupants supported by the Division. It is an annual allowance. It excludes the Reservation Maintenance Branch in the Southwest Region.

153.-159. RESERVED.



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CHAPTER 16. STANDARD FOR MOTOR FLEET MANAGEMENT FUNCTIONAL CATEGORY

160. COVERAGE. This category includes all time required in: scheduling use of vehicles, arranging for repairs, maintenance, monitoring usage, maintaining records relative to costs, number and types of vehicles, and mileage driven; processing applications for licenses, administering written and/or road tests; monitoring licensing activities delegated to other organizations; monitoring driving violations (Government vehicles, Privately owned vehicles, or leased vehicles), arranging for physical exams; monitoring Privately owned vehicles or leased vehicles used for Government business; handling all types of tort and personal property claims not related to GBL's.

161. STANDARD. Allow 4.5 hours per year for every on-road and off-road vehicle in the region for which Logistics may provide support.

162. BASIS/APPLICATION OF THE STANDARD. This standard recognizes that various types of arrangements exist in this category. Main workload may apply to one, or a combination, of the following and may apply to vehicles used in the Regional Headquarters or the field, or both: (a) FAA-owned on-road vehicles (normally trucks) in use in the field, (b) on-road vehicles assigned by GSA, (c) on-road vehicles on loan from Federal agencies other than GSA, and/or (d) FAA-owned off-road vehicles (may apply to AF Division only).

163.-169. RESERVED.



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CHAPTER 17. STANDARD FOR MAIL AND MESSENGER FUNCTIONAL CATEGORY

170. COVERAGE. This category includes all time required in: processing incoming and outgoing regular and registered mail; the "initial" distribution of publications, documents, and directives; providing all internal and external mail and delivery services, both regular and special.

171. STANDARD. Allow 18.8 hours per year for each mail bin in daily use in the mail room.

172. BASIS/APPLICATION OF THE STANDARD. A mail bin is defined as a compartment of a mail rack into which mail is sorted for direct delivery to the addressee assigned the bin. This category excludes Security Control Point activities which exist in the mail function of some regions.

173.-179. RESERVED.



CHAPTER 18. STANDARD FOR DISTRIBUTION FUNCTIONAL CATEGORY

180. COVERAGE. This category includes all time required in: satisfying separate requests for the distribution for printed material (publications, directives, charts, maps, pamphlets, etc.).

181. STANDARD. Allow .10 hour for each document distributed.

182. BASIS/APPLICATION OF THE STANDARD. Count the number of different documents (regardless of the quantity asked for each document) requested and distributed. This relates to requests received subsequent to the "Initial" distribution of a document which is covered in the "Mail and Messenger" category. A request received for five different directives would count as five regardless of the quantity asked for each directive. Do not count forms, etc., issued as administrative supplies from the Supply Room as this is included in the time allowance for Regional Headquarters Support.

183.-189. RESERVED.



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CHAPTER 19. STANDARD FOR PRINTING (INTERNAL) FUNCTIONAL CATEGORY

190. COVERAGE. This category includes all time required in: platemaking operation (direct image master or offset plate); offset cameras and darkroom (line film or halftone); press operation and bindery operation; reproduction and diazo production performed under the control of the printing plant.

191. STANDARD. Allow 1.12 hours for every 1,000 impressions.

192. BASIS/APPLICATION OF THE STANDARD. This time value covers in-house printing only. Contracted printing is covered under Printing (External).

193.-199. RESERVED.



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CHAPTER 20. STANDARD FOR PRINTING (EXTERNAL) FUNCTIONAL CATEGORY

200. COVERAGE. This category includes all time required in obtaining both printing and graphics through contractual service.

201. STANDARD. Allow .50 hour for each external printing or graphic service obtained.

202. BASIS/APPLICATION OF THE STANDARD. This category covers printing and graphics obtained through contract only. In-house printing is covered under Printing (Internal).

203.-209. RESERVED.



CHAPTER 21. STANDARD FOR GRAPHICS FUNCTIONAL CATEGORY

210. COVERAGE. This category includes all time required for the accomplishment of in-house illustrations and photographic exhibit services.

211. STANDARD. Allow .51 hour for each unit of work.

212. BASIS/APPLICATION OF THE STANDARD. This category covers graphics performed by division employees. A unit of work is a product measuring 8 by 10 inches or less. Illustrations which measure larger than 8 by 10 inches in either direction are to be counted as an additional unit of work until either 8 by 20 inches is exceeded or 16 by 10 inches is exceeded; then an additional unit of work is counted until either 8 by 30 inches is exceeded or 24 by 10 inches is exceeded -- and so on.

213.-219. RESERVED.



CHAPTER 22. ALLOWANCE FOR AUDIO VISUALS FUNCTIONAL CATEGORY

220. COVERAGE. This category includes all time required in: setting up for audience viewing; making video tapes; distributing video tapes; operation of audio visual equipment.

221. STANDARD. No standard time has been developed for this activity. Pending the accumulation of supporting data by regions with this functional responsibility, historical employee-hours may be employed.

222. BASIS/APPLICATION OF THE STANDARD. Audio visual functions throughout the regions vary considerably. Time values in this category range from .318 to 5.778 hours per request for audio visual services. No national standard will be established at this time. Loan Pool services are not included in this functional area. Time allowances for Loan Pool services are provided under the Regional Headquarters Support function.

223.-229. RESERVED.



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CHAPTER 23. ALLOWANCE FOR THE EVALUATION FUNCTIONAL CATEGORY

230. COVERAGE. This category includes the time required in the accomplishment of the Division Formal Evaluation Program.

231. STANDARD. No standard time has been developed for this activity. Pending the accumulation of supporting data by regions with this functional responsibility, historical employee-hours may be employed.

232. BASIS/APPLICATION OF THE STANDARD. Evaluation is the responsibility of the Regional Logistics Divisions. Requests for Evaluation employee-hours should be based on specified needs.

233.-239. RESERVED.



APPENDIX 1. SAMPLE USE OF THE STANDARD

1. For Budget Submissions

This order contains the following information needed to make workload projections when developing budget submissions:

a. Chapters are organized by the functional break-outs which are to appear as separate line items in Figures S and T of the budget submission, as further explained in Orders 2500.10 and 2500.14 of the Annual Call for Budget Estimates.

b. Each chapter of this order contains information regarding ways to develop projections of workload counts for the budget submission.

c. Each chapter of this order contains the standard workhour value to multiply with the workload count to obtain the estimated total workhours required for each function, when preparing Figure S (Form 2500.69.1) and Figure T (Form 2500.69.2) for the budget submission.

d. Further instructions for preparing this support for staffing requests are contained in the Budget Call for Estimates (Order 2500.10 and 2500.14).

2. Workload Analyses

The following sample illustrates how the standards can be used to analyze a Logistics Division's workload and assess the distribution of resources:

<u>Category</u>	<u>Standard Time Value x Count</u>		<u>Earned Hours</u>
Management and Administration	1800 hrs. x 10 (Larger Region core)	=	18,000
Project Materiel Support	5.5 hrs./yr. x 1050	=	5,775
Personal Property Management	4.7 hrs./yr. x 1991	=	9,358
Construction Contracting	73.7 hrs. x 132	=	9,728
Supply, Service, and Equipment Contracts	20.7 hrs. x 69	=	1,428
Small Purchases	1.9 hrs. x 1903	=	3,616
Realty and Space Administration	3.6 hrs. x 1263	=	4,547

Realty and Space	20.3 hrs. x 260	=	5,278
Acquisition and Disposal			
Public Utility	3.3 hrs. x 210	=	693
Contracting			
Housing	Not applicable in this region	=	0
Transportation (Things)	1.9 hrs. x 210	=	399
Transportation (Field Review)	.30 hr. x 900	=	270
Warehousing	Estimated hours	=	5,400
Regional Headquarters Support	11.8 hrs./hr. x 579	=	6,832
Motor Fleet Management	4.5 hrs./yr. x 674	=	3,033
Mail and Messenger	18.8 hrs./yr. x 284	=	5,339
Distribution	.10 hr. x 8718	=	872
Printing (Internal)	1.12 hrs./1000 x 5572	=	6,241
Printing (External)	.50 hr. x 0	=	0
Graphics	.51 hr. x 2712	=	1,383
Audio Visuals	Estimated hours	=	300
Evaluation	Estimated hours	=	1,200
	Total hours per year		<u>89,692</u>

To calculate the total staffing earned, divide 89,692 hours by 1,800 hours = 49.8 employee years.